

Bulletin Number	8780BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	STUDENT WORKER
Exam Number	R8242N
Filing Type	Open Continuous
Filing Start Date	08/22/2012
Salary Type	Hourly
Salary Minimum	9.92
Salary Maximum	9.92
Position/Program Information	<p>Performs clerical, typing, and other routine duties in order to obtain practical work experience while enrolled as a student in school.</p> <p>Positions allocable to this class typically report to a permanent staff member of a County Department and as part-time, temporary employees, perform a variety of support functions while developing job skills. Incumbents assigned to these positions are restricted to no more than 30 hours per week during instructional periods without prior approval from the Department of Human Resources.</p>
Essential Job Functions	<p>Uses basic keyboarding skills to prepare, from plain and corrected copy and rough draft, or from verbal instructions, such materials as reports, letters, vouchers, receipts, lists, orders, schedules, notices, file cards, statistical data, and certified copies of documents.</p> <p>Waits on the public or acts as receptionist in a small office; answers routine questions of the public, in person or by telephone.</p> <p>Does all types of filing (alphabetical, numerical, chronological and code), and pulls and charges out file material.</p> <p>Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures.</p> <p>Makes out bills, orders, notes, receipts, permits, licenses, etc.</p> <p>Operates various office machines or equipment requiring little specialized training.</p> <p>Collects and delivers correspondence, records, packages, etc. on regular messenger rounds and upon request.</p> <p>Opens, sorts, time stamps, and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail.</p>

Searches records and files for data.

Does comparing and proofreading.

Sorts and arranges documents, correspondence or other material.

Operates a small telephone console, as needed.

Takes stenographic notes and transcribe them using basic keyboarding skills, as needed.

Requirements

MINIMUM REQUIREMENTS:

Current enrollment in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR- current enrollment as a junior or senior in high school. Age: At least 16 years of age.

Physical Class

Physical Class: 2 – Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable
Qualifications

Experience (paid or unpaid) in a work setting providing customer service; using cash registers or performing clerical functions; or operating office machines such as typewriters, personal computers, printers, fax machines, and photocopiers.

Special Requirement
Information

Applicants MUST attach proof of current enrollment and proof of academic standing to the application at the time of filing (e.g. current Class Schedule, Registration Card showing the applicant has registered for the coming semester/quarter, or official transcripts). Failure to submit the required documents will result in your application being rejected.

If hired, applicants must continue to be enrolled and attend school in order to maintain status position.

In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official transcripts or diploma.

Accreditation Information	Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	<p>This examination will consist of an evaluation of training and experience based upon application information and desirable qualifications weighted 100%.</p> <p>Please note, for this examination, there is no written test.</p> <p>Candidates must achieve a passing score of 70% on the examination in order to be placed on the eligible list.</p>
Special Information	<p>Applicants under the age of 18 MUST present a work permit before starting work.</p> <p>Applicants MUST attach proof of age (e.g. birth certificate, California Identification, or California Driver License), AND proof of current enrollment to the application at the time of filing (e.g. current Class Schedule, Registration Card showing the applicant has registered for the coming semester/quarter, letter from High School Principal, on school letterhead showing grade level and current enrollment status, a student ID with photograph verifying grade level, or official transcripts). Failure to submit the required documents will result in your application being rejected. Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) days of filing Online. Please include the exam number and exam title. If hired, applicants must continue to be enrolled and attend school in order to maintain status position.</p>
Vacancy Information	The eligible register resulting from this examination will be used to fill temporary vacancies at various departments throughout Los Angeles County.

Eligibility Information	<p>Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.</p> <p>The names of the candidates receiving a passing grade on this examination will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of six (6) months following the date of eligibility.</p> <p>Individuals may not apply for this examination more than once every six (6) months.</p>
Available Shift	Day
Application and Filing Information	<p><u>INSTRUCTIONS FOR FILING ONLINE:</u> A standard County of Los Angeles Employment Application for this examination must be completed online. Applications will not be accepted by mail, fax, or in person. Applicants must either upload required documents as attachments during application submission or fax a copy of the required documents to (213) 380-3681 within five (5) days of filing online. Please include the exam number and exam title.</p> <p>Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.</p> <p>The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.</p> <p>SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.</p> <p>COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who many not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los</p>

Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov/wps/portal/dhr> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact
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Exam Analyst

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Phone

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Department Contact
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ADA Coordinator
Phone

(213) 351-2951

Teletype Phone

(800) 899-4099

California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Student Workers
Job Type	Administrative Support